

Marketing and Public Relations Intern City of Saint Paul Department of Planning & Economic Development

The City of Saint Paul Department of Planning and Economic Development is accepting applications for a Marketing and Public Relations Intern. Applicants must be undergraduate or graduate students currently enrolled at an accredited college or university.

The person selected will perform entry- to intermediate-level professional work organizing public relations activities and developing marketing materials. The position will assist the PR and Marketing Manager with internal and external communications, managing media relations and creating materials for community outreach activities. The position will provide support for a variety of marketing projects.

Desired Competencies

- Ability to undertake basic public relations writing assignments
- Possess basic media relations skills
- Possess strong written and oral communication skills
- Understand the operations and requirements of communications media and web design, including social media
- Proficient in Adobe software, especially InDesign and Dreamweaver
- Proficient in Microsoft Office
- Demonstrate excellent interpersonal skills
- Ability to work both independently and in a project team
- Detail oriented and strong organizational skills

Hours and compensation:

- Paid internship
- Part-time (15-20 hours per week) to full-time in the summer

To Apply: Submit the following materials in one package.

- Cover Letter (indicating availability)
- Resume
- Writing Samples (3-5)
- References

Send cover letter indicating availability and areas of interest, resume, writing sample and references to:

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